**DESTINATION SERVICE**

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| **Agent Name**  |  | **Date**  |  | **Ref #** |  |
| **Country** |  | **Volume**  |  | **Mode**  |  |
| **Email id**  |  | **POE**  |  | **Type**  |  |
| **Total Charges** |  | **Final Delivery**  |  | **Sales Rep**  |  |

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|  **QUOTE INCLUSION**  |  **QUOTE EXCLUSION**  |
| -Single point of contact to customer (SPOC)-Import documentation-Import customs clearance-Supervising customs inspection at port-Container transportation to residence for delivery based on the Normal access.-Unloading, delivery up to 01st floor (Ground + 01st Floor) placement of shipment in respective rooms, unpacking of bulky items and fixing of normal furniture such as beds and tables-Unpacking of kitchen boxes/Fragile to bench top level.-Removal of debris on the day of delivery-Return empty container to the terminal  | -Receipted charges from port incl DTHC, to be billed at cost + 10% Admin fee – Approx (US$400/40’ & US$290/20’). This is mandatory to be paid locally in UAE even if you prepay from origin -Receipted charges from Shipping line, to be billed at cost + 10% Admin fee – Approx US$150-200- (Suggest prepaying at origin to get the shipment released at destination at zero cost.)-Exchange BL, NVOCC, ATHC and Airline/ss line charges-Customs open inspection fee (de-stuffing/stuffing) receipted if any, approx. US$150-250/20’ & US$300-450/40’-Container washing fee/maintenance fee while returning the empty container to port. (This charge will be available, if applicable, only after delivery while returning the container to port)-Uncarting charges -Customs duty & VAT-Shipping line detention and port storage (Standard free period by line is 3 to 5 days and port 10 days from arrival date)-Warehouse handling and storage, shuttle.-Long carry, stair carry, delivery above first floor without service elevator, working on weekends, public holidays or non-office hours-Wall mounting of TV, wall units, picture hanging, curtain fixing etc-Piano/Safe/Lockers, Heavy Lifting, Crane or Forklift Service-Re-Delivery/Part delivery & delivery outside City Limits-Second Clearance of Detained Items-Assembly of flat packed furniture, IKEA or any sort of brand-new furniture which requires handyman.-Third party services such as carpenter/Plumber/Electrician/Handyman etc-Insurance-Cars will be handed over to client at Jebel Ali port only Any payments done by us on behalf of customer will be at cost of 15% admin charges-Additional day debris collection, move permit-For shipment value of AED 10,000 or more than AED 10,000 MOFAIC attestation required- attestation charges would be USD 110-Admin fee 10% on any amount paid by us |

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| **Clearance and Delivery time frame** | Approx.03 to 05 Working days (subject to release of shipment from customs) |
| **If the shipment contains a Car** | All cars are off loaded and handed out to the client at the port of Jebel AliTransportation of the car to residence can be arranged for additional charges1. Dubai $150.00usd
2. Ajman / Sharjah $175.00usd
3. Abu Dhabi/ Ras Al Khaimah/Fujairah/Umm al Quwain $250.00usd
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| **Shipment Declaration on the Bill of Lading**  | 1 x size of container used household goods and personal effects USED PERSONAL AND HOUSEHOLD EFFECTS. For Vehicle Add Model, make, color, Engine and chassis number |
| **Documentation Required for Import**  | Seaway Bill or Express released BL, Pre Alert with ETA, Packing inventory in English, Consignee’s passport copy, Copy of UAE Residence visa (no other visas are accepted),  Emirates ID copy, Vehicle title certificate if shipment includes motor vehicle and details of the vehicle. Authorization Letter - to be filled by the client, template will be provided at destination.\*Shipment can be dispatched if the consignee agrees to provide the Emirates ID and the UAE residence visa copy at least a week prior to the arrival of the shipment) \* |
| **Important Note** | Please secure 14 days free time where possible, and advise your shipping line not to charge any charges like BAF/CAF, ISPS, EIC or container washing etc.  These charges are manipulated by shipping line hiding at origin or reducing sea freight and imposing at destination, also multiple Delivery Order / BL Exchange or AWB exchange fee etc. will be billed back. Any charges paid to shipping line or customs WILL BE BILLED BACK with a service charge of 10% if we must pay - else must be prefunded. Avoid CMA/ANL if possible as they demand high deposit.  |
| **Prohibited Items** | -All pornographic literature, videos, films & pictures, and any items made out of ivory. -Alcoholic beverages (including fine wines), food products, medicines, medical drugs, and medications. -Wireless transmitters / receivers/cordless telephones. -Firearms, ammunition, explosives, and any weapons (including decorative items such as sword and daggers)-All narcotics and drugs e.g., dried poppy flower can lead to severe legal action and long prison service. -Political or religious literature deemed as offensive to the UAE Government or the Islamic Faith.-Antiques and artifacts require prior approval. -Statues and sculptures require prior approval. -Attached UAE customs regulations for more details \*All information relating to Customs Regulations and documentation requirements are subject to change without prior notification. Universal Relocations will not be held responsible/liable for delays and costs incurred due to these changes. \* |

**BILL OF LADING INSTRUCTIONS**

**Consignee:**

Consignee Name (as mentioned in the Passport)
C/O Universal Relocations L.L.C.
Office #1838, Tamani Arts Office, Business Bay, Dubai- UAE
Phone: + 971
Email: dubai@universalrelocations.com

**NOTIFY PARTY -** Same as Consignee

**PAYMENT TERMS -** Payment in bank account 7 days prior to arrival of shipment at destination port unless prior credit arrangement has been agreed to.  No credit for security deposit, customs duty and other cash payments. We must receive the full amount as per our quote while transferring fund to our account covering all bank charges (Sender/intermediary/beneficiary). No short payments are accepted, and it will be considered as outstanding amount

**POC**

Ms. Meenu Joy- Pricing Manager
Phone: + 971- 527999230
Email: dubai@universalrelocations.com

*This quotation is valid for (60) days as per the currency exchange rate of today. Once expired, please contact us for a revised quotation.*

*THANK YOU FOR PROVIDING UNIVERSAL RELOCATIONS THE OPPORTUNITY TO SUBMIT THIS PROPOSAL.*

 *WE LOOK FORWARD TO BEING OF SERVICE TO YOU!*

***Disclaimer*** *Universal Relocations L.L.C. will not accept any responsibility for charges, delays, or legal liabilities from any organization, company, or government department at the origin or destination due to irregularities on the inventory list or the presence of prohibited items within a shipment packed by a third party.*